

GENERAL INFORMATION

Office hours are Monday through Friday **8:30 A.M. to 4:00 P.M.** - Closed on holidays.

Do not mail cash. Make checks or money orders **payable to "SLO SUPERIOR COURT."** Write your docket number on your check. Your docket number can be found at the top right corner of your courtesy bail notice directly under the print date. It is your responsibility to make sure payment is actually received by the court prior to your appearance date. **A \$30.00 charge will be added on all returned checks.**

IF YOU FAIL TO APPEAR OR PAY THE FULL BAIL BY THE DUE DATE, A \$250.00 CIVIL ASSESSMENT WILL BE IMPOSED AND YOUR CASE ASSIGNED TO A PRIVATE COLLECTION AGENCY. IN ADDITION, A MISDEMEANOR MAY BE CHARGED AGAINST YOU AND YOUR DRIVING PRIVILEGE SUSPENDED.

ARRAIGNMENT INFORMATION

If you wish to appear in court, **you must check in at the Superior Court Clerk's office at the branch court location indicated on your courtesy bail notice** to be placed on the court calendar. Your appearance date, place, and time are indicated on your copy of the citation, and on your courtesy bail notice. (The officer who issued your citation will not be present.)

**SHORTS, TANKTOPS, BARE FEET, AND OTHER INAPPROPRIATE ATTIRE
ARE NOT ALLOWED IN THE COURTROOM.**

CORRECTABLE CITATIONS ("Fix-It" Tickets)

Violations marked with an asterisk "*" on your courtesy bail notice designate correctable violations. Proof of correction for a correctable violation is your copy of the citation, or your courtesy bail notice, signed off by a peace officer or the Department of Motor Vehicles. Enclose your proof of correction, and the bail amount "with proof," or the full bail shown on your courtesy bail notice, with the top portion of your courtesy bail notice, and submit to the court on or before your due date. (For proof of insurance violations, your insurance must have been **in effect on the violation date** to be a correctable violation.)

TIME EXTENSIONS TO PAY

You may request additional time to pay your fine/bail. (This option is not available for Traffic School fees.) You do not need to appear in court, but **you must appear in person at the clerks office**. You may request a "Counter Arraignment." This option allows you to enter a guilty plea and defers the fine payment for 3 to 6 months. When requesting this option you are required to make an \$11.00 minimum payment which will be deducted from the fine amount.

You have the option to perform community work service in lieu of paying the fine, credited at \$10.00 per hour. This is only available by requesting a Counter Arraignment in person at the Superior Court clerk's office, or appearing in court at your assigned date for arraignment.

CONTESTING YOUR CITATION

You may contest your citation by requesting a court trial or trial by declaration.

TRIAL BY DECLARATION: This option is for **infraction violations only** and does not require a personal appearance. You may request a Trial by Declaration which requires you to post bail in lieu of your appearance. **Send a written request for Trial by Declaration and a check or money order for the total bail.** Upon receipt the clerk's office will request a statement from you and the officer(s). Either a judge, commissioner or a referee will be assigned to adjudicate your case. The ruling will be issued by mail.

COURT TRIAL: This option requires a court appearance and is available for all violations. A Court Trial requires you to post bail if you do not appear for arraignment, pursuant to VC 40519(b). (In some cases, you may be required to post bail even if you appear at arraignment.) Posting bail pursuant to VC 40519(b) constitutes a waiver of your right to a speedy trial within 45 days. Send a check or money order for the total bail or **appear for arraignment and enter your plea.** Upon receipt of bail or after your arraignment you will receive a trial date by mail.

If you fail to appear at the time designated for your trial, either a trial in your absence will occur (trial in absentia) and you may be found guilty, or a VC 40508(a) misdemeanor charge may be added against you, which bears a \$250.00 assessment and a driver's license suspension until resolved.